

# **3 FAM 2620 FOREIGN SERVICE SKILL CODE SYSTEM**

## **3 FAM 2621 AUTHORITY**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

- Sections 201 and 206 of the Foreign Service Act of 1980, as amended.

## **3 FAM 2622 PURPOSE**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

a. Skill codes are four-digit numerical codes used in the personnel data system for both classifying positions and describing the skills of members. They are also a management tool for anticipating and generating from within the Department the skills that may be needed in the future.

b. In workforce planning, skill codes define Foreign Service promotion and Limited Career Extension (LCE) competition groups and promotion and LCE opportunities. They are also used in calculating attrition rates, personnel intake rates, workforce flow through trends, and other workforce planning analysis.

## **3 FAM 2623 APPLICABILITY**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

Skill codes apply to all Foreign Service members and positions and to certain non-Foreign Service positions which members of the Service regularly encumber.

## **3 FAM 2624 RESPONSIBILITIES**

### **3 FAM 2624.1 Career Tenure and Coning Board (CTCB)**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

Assigns the functional skill code(s) for each member of the Service as part of the tenure review process.

### **3 FAM 2624.2 Office of Recruitment and Employment (PER/REE)**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

Assigns a primary skill code for specialist employees who convert from one specialty to another through a PER/REE competitive process (i.e., not through skill code conversion).

### **3 FAM 2624.3 Office of Career Development and Assignments (PER/CDA)**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

- a. Assigns secondary and tertiary functional skill codes to members.
- b. Approves changes to primary functional skill codes according to published skill code change procedures found in 3 FAH-1, H-2620 .
- c. Approves the acquisition of the alternate multifunctional (MFL) skill code by members according to skill code change procedures found in 3 FAH-1 H-2620 .
- d. Reviews all positions which are assigned position staffing indicators and determines the most appropriate staffing indicator for each such position.

### **3 FAM 2624.4 Office of Civil Service Personnel (PER/CSP)**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

Determines the most appropriate skill code for each position which requires one.

### **3 FAM 2624.5 Bureau of Personnel (M/DGP/PER) Committee**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

The Bureau of Personnel Committee is responsible for approving all additions to the list of Foreign Service skill codes. It is composed of representatives of:

- Office of Resource Management and Analysis (PER/RMA);
- Office of Recruitment, Examination and Employment (PER/REE);
- Office of Performance Evaluation (PER/PE);
- Office of Career Development and Assignments (PER/CDA); and
- Executive Office's Division of Information Management (PER/EX/IM).

### **3 FAM 2625 SKILL CODE DEFINITIONS**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

\*Skill Code definitions are published in 3 FAH-1 H-2623 Exhibit H-2623.3

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## **3 FAM 2626 PROCEDURES AND GUIDELINES**

### **3 FAM 2626.1 Skill Code Procedures and Definitions**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

\*Procedures and guidelines for the administration of the Foreign Service Skill Code System and Skill Code Definitions are published in 3 FAH-1 H-2620 .

### **3 FAM 2626.2 Foreign Service Conversion Program - Specialist to Generalist**

*(TL:PER-316; 4-15-96)*

*(State only)*

*(Applies to Foreign Service Employees Only)*

\*Procedures and guidelines governing the Specialist to Generalist conversion program for members of the Foreign Service are published in 3 FAH-1 H-2650 .\*

## **3 FAM 2627 THROUGH 2629 UNASSIGNED**